

Settlement Completion Statement

Date: [Insert Date]

To: [Insert Recipient's Name]

[Insert Recipient's Address]

[Insert City, State, Zip Code]

Dear [Insert Recipient's Name],

We are pleased to confirm the completion of the settlement regarding [Insert Description of Settlement]. Below are the details of the settlement:

Settlement Details

- Settlement Date: [Insert Settlement Date]
- Total Amount: [Insert Total Amount]
- Payment Method: [Insert Payment Method]

Distribution of Funds

- [Insert Item 1: Amount]
- [Insert Item 2: Amount]
- [Insert Item 3: Amount]

Should you have any questions regarding this statement, please feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Insert Your Name]

[Insert Your Title]

[Insert Company Name]